

Welcome to....

GS101

Introduction to the General Schedule - The United States Civil Service pay scale



GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

Introduction to GS101

The Federal government has several personnel management systems for the civilian workforce. These systems are comprised of several features including job classification, pay, performance management, and staffing. The most common system is the General Schedule (GS). GS refers to the job classification and pay features; however, for the purpose of this training, we use GS to describe the complete personnel management system.

GS101 uses four lessons to introduce the nuts and bolts of GS:

- GS Classification Architecture and Salary Structure
- Changing Positions within the General Schedule
- Performance Management
- Career Development

Each lesson highlights important information about GS.

GS101 provides general information. Discuss unique situations with your supervisor or human resources office.

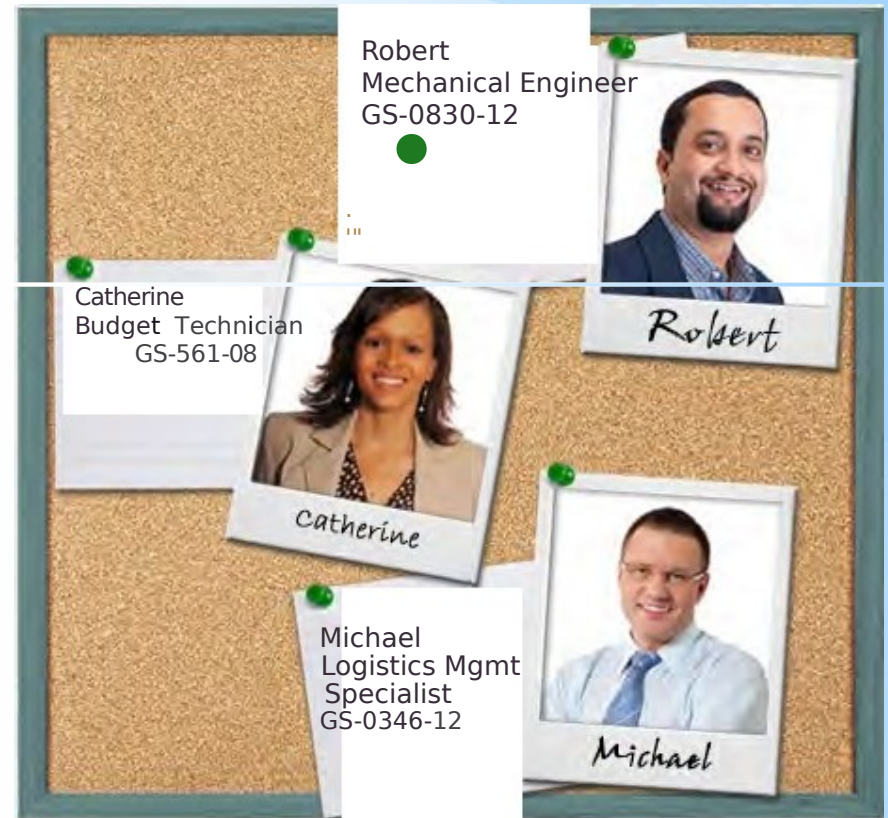
GS101 will take approximately 30 minutes to review.

GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

Introducing the GS 101 Virtual Employees

Virtual employees help to illustrate how GS regulations, rules, and procedures affect employees like you.



GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

Introducing the GS 101 Virtual Employees

Virtual employees help to illustrate how GS regulations, rules, and procedures affect employees like you.

Robert is a Mechanical Engineer, GS-830-12.



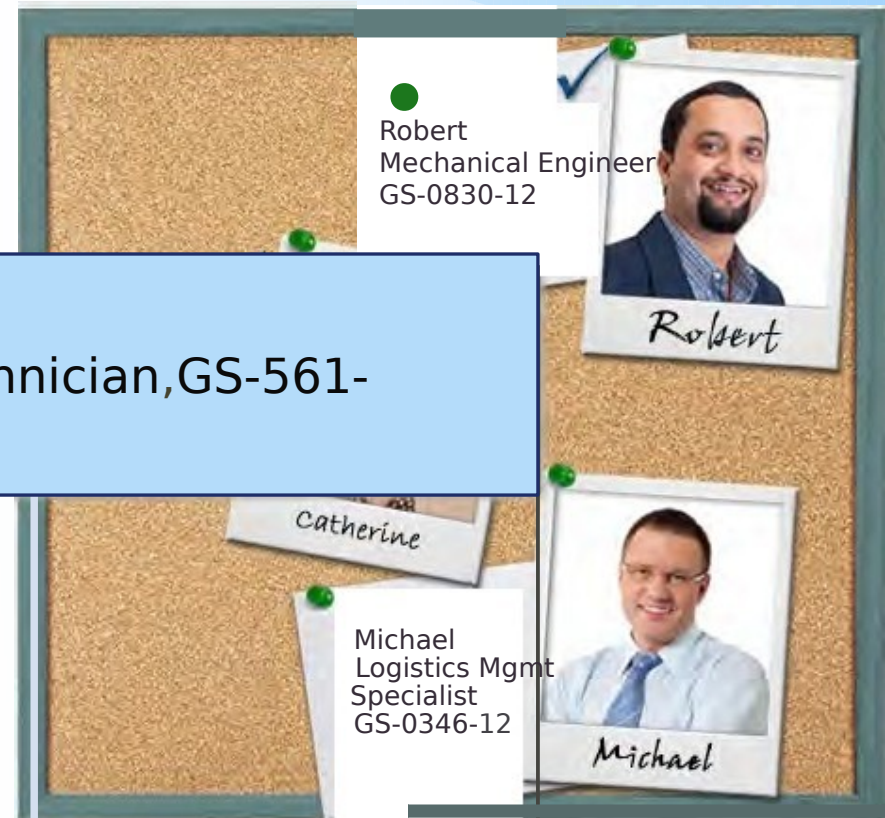
GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

Introducing the GS 101 Virtual Employees

Virtual employees help to illustrate how GS regulations, rules, and procedures affect employees like you.

Catherine is a Budget Technician, GS-561-08.



GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

Introducing the GS 101 Virtual Employees

Virtual employees help to illustrate how GS regulations, rules, and procedures affect employees like you.

Michael is a Logistics Management Specialist, GS-346-12.



GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

Introduction to GS

The Classification Act of 1949 created the General Schedule (GS) system .

GS is the most common job classification and pay system in the Federal sector, standardizing job classification and compensation among white collar workers. In the Department of Defense, GS covers the majority of the workforce.

GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

GS Features

GS is a system with several pieces.

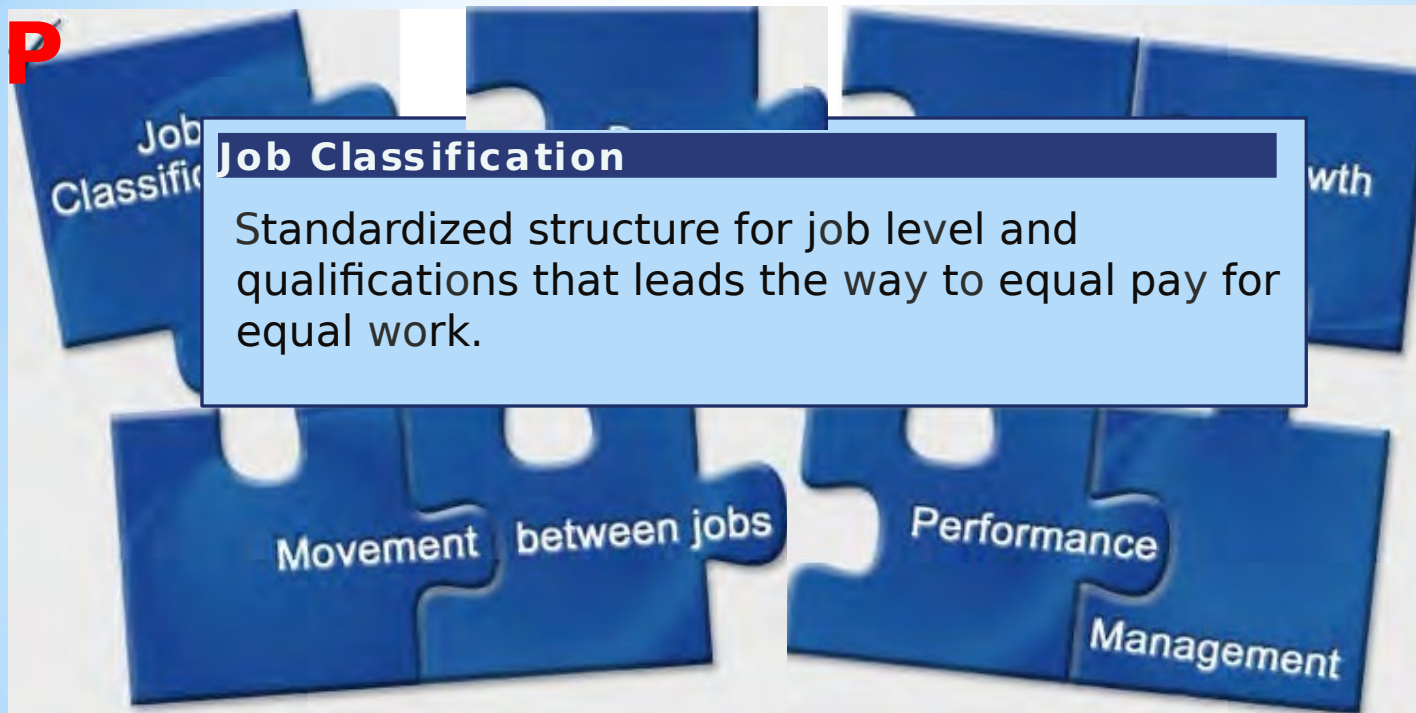


GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

GS Features

GS is a system with several pieces.

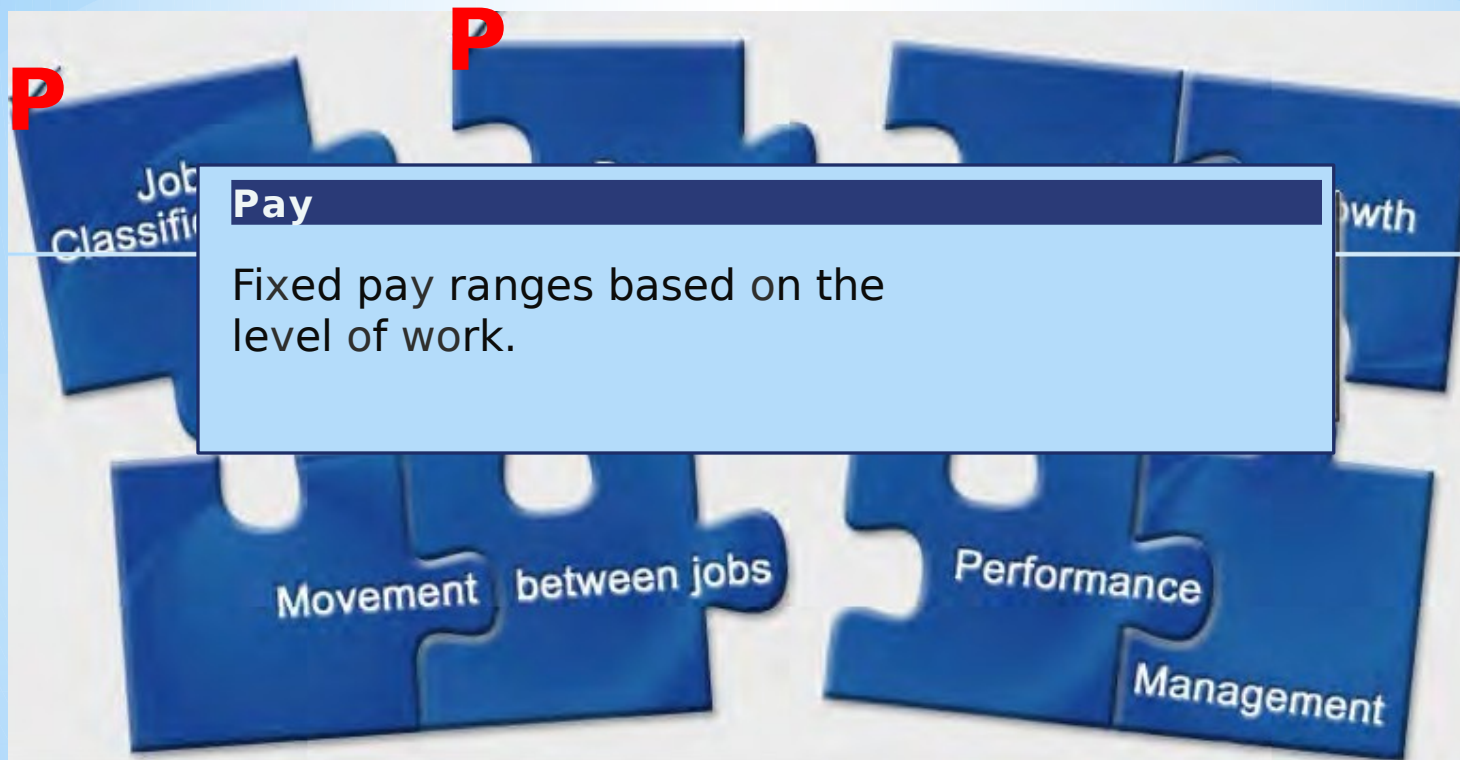


GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

GS Features

GS is a system with several pieces.

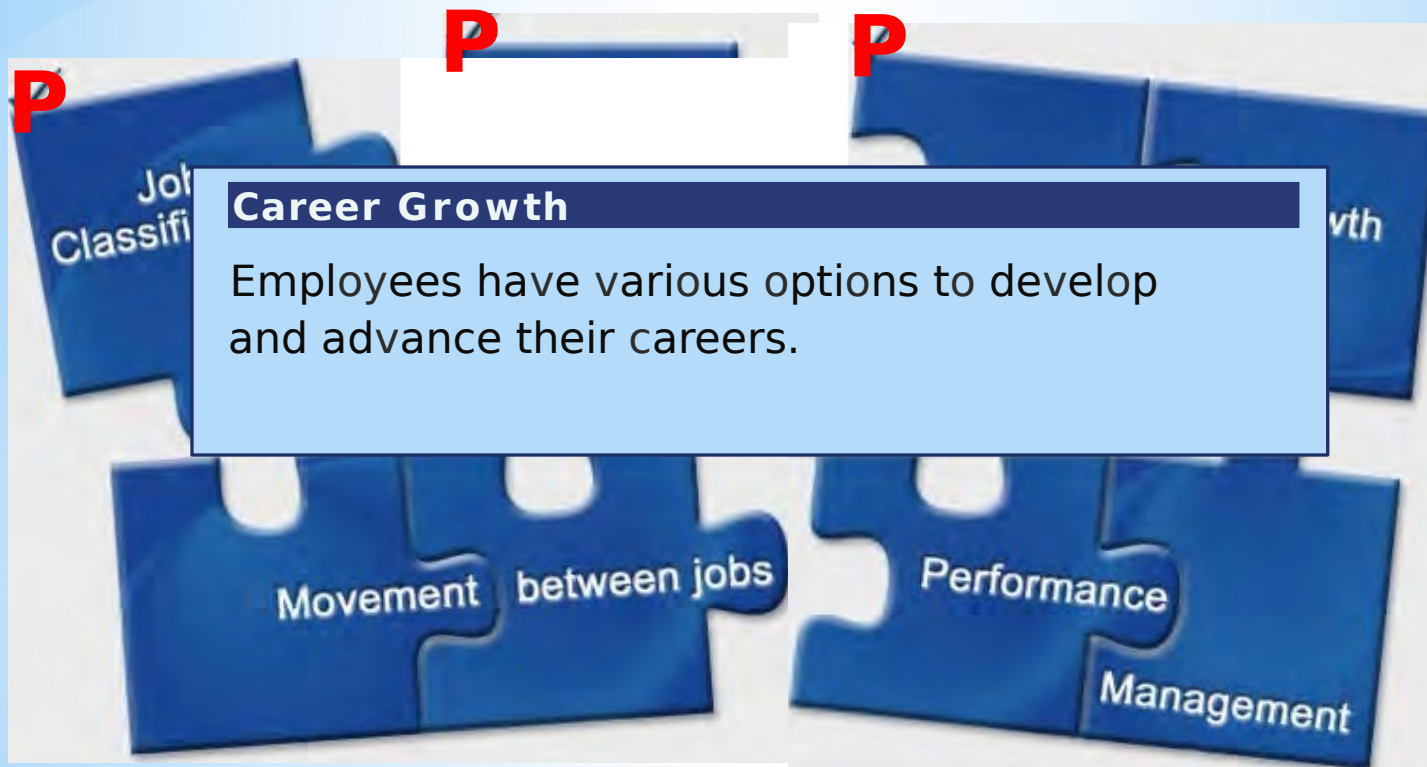


GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

GS Features

GS is a system with several pieces.

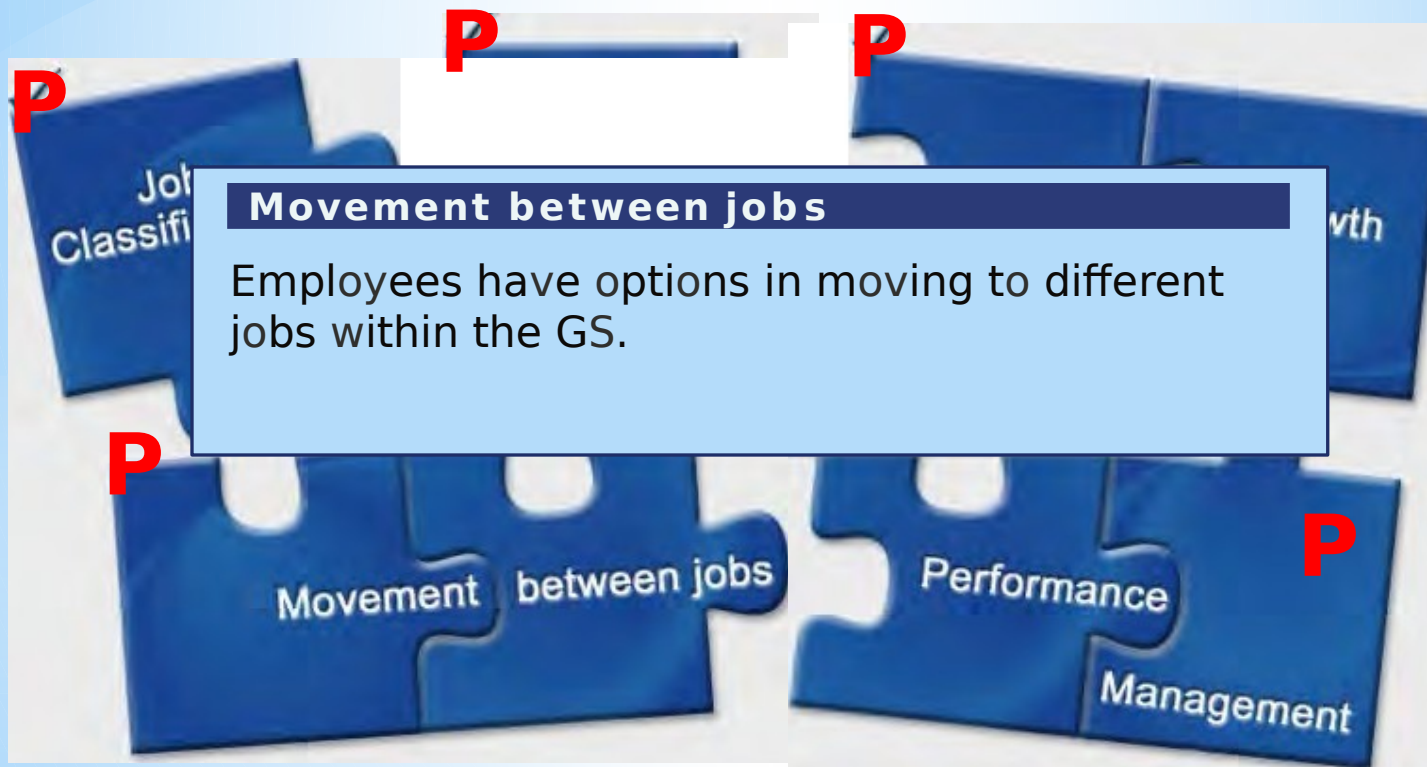


GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

GS Features

GS is a system with several pieces.

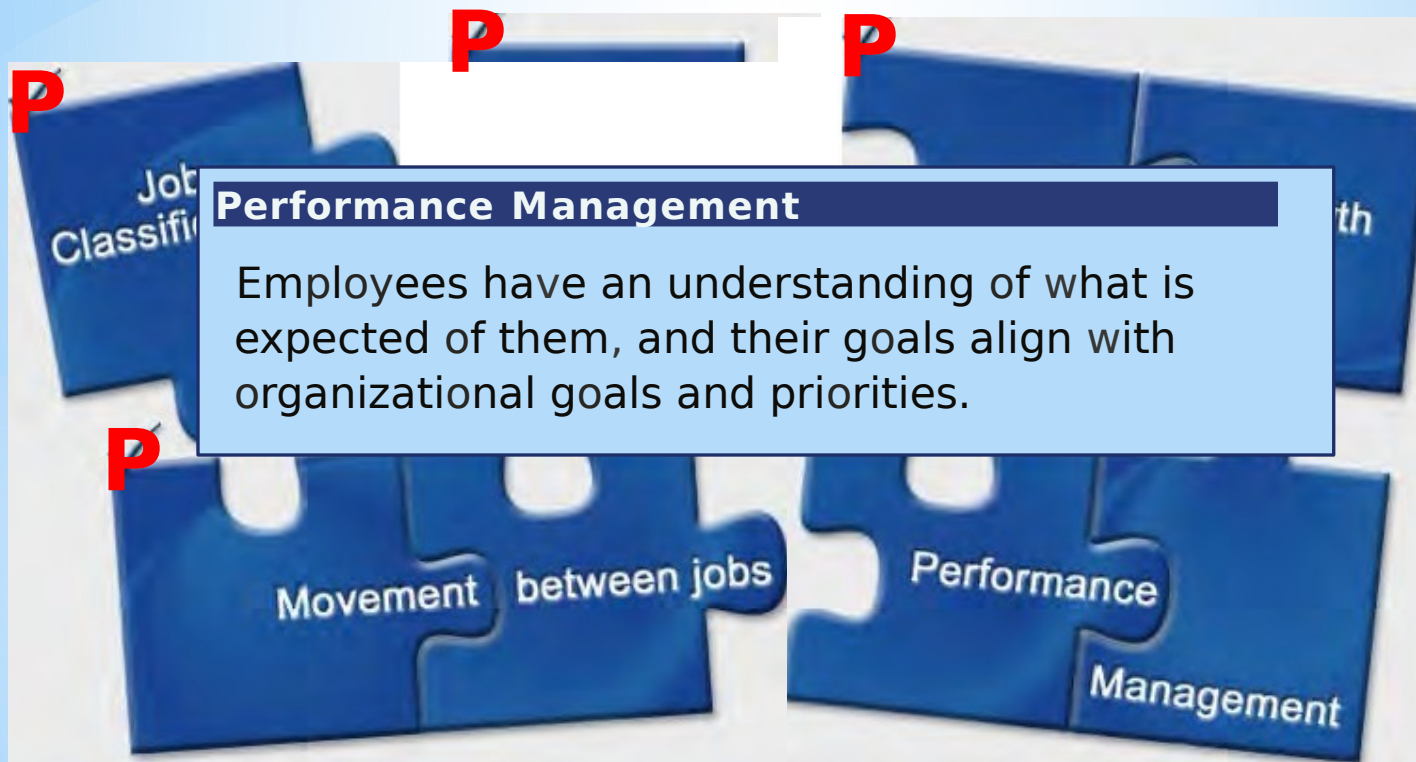


GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

GS Features

GS is a system with several pieces.



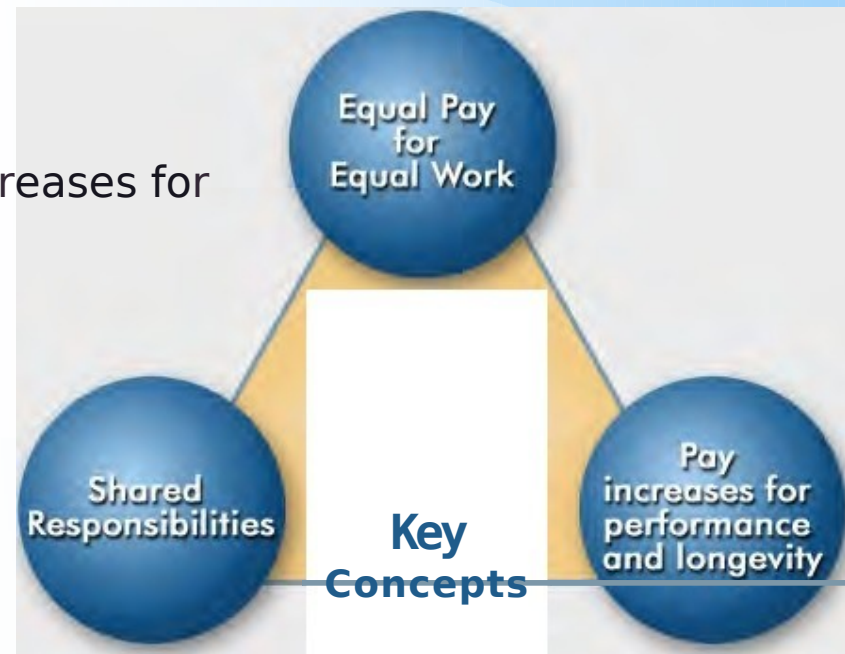
GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

GS Key Concepts

The key concepts of GS are:

- Equal pay for work of equal value.
- Performance and longevity drive pay increases for a position.
- Employees and supervisors share responsibility for individual and organizational success.



GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

Core Values and Principles

GS upholds the enduring values and principles upon which the civil service was founded and protects employees' rights, including:

- Merit System Principles
- Protection from prohibited personnel practices
- Whistleblower protections
- Veterans preference principles
- Benefits laws (retirement, health, life, etc.)
- Antidiscrimination laws
- Fundamental due process
- Allowances and travel/subsistence expenses
- Leave and work schedules
- Collective bargaining for employees represented by labor unions

GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

Core Values and Principles

Civil Service Merit System

Principles

- Recruit qualified individuals from all segments of society; select and advance employees on the basis of merit after fair and open competition.
- Treat employees and applicants fairly and equitably without regard to political affiliation, race, color, religion, national origin, sex, marital status, age, or handicapped condition. Do not violate their privacy or constitutional rights.
- Provide equal pay for a work of substantially equal value (with due consideration to national/local private sector rates); reward excellent performance.
- Maintain high standards of integrity, conduct, and concern for the public interest.
- Use the workforce effectively and efficiently.
- Retain employees on the basis of their performance. Separate employees who did not improve their performance to meet required standards.
- Educate and train employees when it will result in better organizational or individual performance. Protect employees from arbitrary action, improper political influence, and personal favoritism.
- Protect employees against reprisal from lawful disclosures of information in "whistleblower" situations, like when the employee

GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

Core Values and Principles

GS upholds the enduring values and principles upon which the civil service was founded and protects employees' rights, including:

- Merit System Principles
- Protection from Retaliation
- Whistleblower Protections
- Veterans preferences
- Benefits laws
- Antidiscrimination
- Fundamental rights
- Allowances and per diem
- Leave and work-life balance
- Collective bargaining for employees represented by labor unions

Prohibited Personnel

Practices

Protections for Federal employees or applicants for Federal employment against actions taken for non-job-related matters. 5 U.S.C. §2302(b) lists the specific prohibitions.

GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

Lesson Review

In Summary:

- GS is the largest Federal classification and pay system.
- GS focuses on standardizing job classification and ensuring pay is appropriate for the work being performed.

GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

GS Classification Architecture and Salary Structure

Understanding the classification and pay structure can help you make important career-enhancing decisions. This lesson answers important questions, such as:

- What is the structure of the GS classification and pay system?
- How are jobs classified and grades determined?
- What is base salary for employees in the GS?
- What may cause an employee's salary to exceed the base level?

GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

Job Classification

GS positions are put in the GS pay plan. In addition, each job is classified into three categories.

Job Title

Example: Electrical Engineer, Secretary, Budget Analyst

Job Series

This is a numeric code that is tied to a specific job title.
Example: A GS-0830 is a Mechanical Engineer, a GS-1670 is an Equipment Specialist

Job Grade

Ranges from GS1 (lowest) to GS15 (highest).
Grade relates to the complexity and substantive nature of the work assigned and fixes pay ranges.

GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

Job Classification

GS positions are put in the GS pay plan. In addition, each job is classified into three categories.

Job Title

Example: Electrical Engineer, Secretary, Budget Analyst

P

Job Title

Brief, descriptive title of the primary responsibility, such as Electrical Engineer, Secretary and Budget Analyst.

is tied to a
Mechanical
Equipment

) to GS15
lexity and
ork assigned

and fixes pay ranges.

GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

Job Classification

GS positions are put in the GS pay plan. In addition, each job is classified into three categories.

Job Title

Example: Electrical Engineer, Secretary, Budget Analyst

P

Job Series

The numeric code that ties to a specific job title.

Example:

- GS0830 is a Mechanical Engineer
- GS1670 is an Equipment Specialist

Is tied to Mechanical Equipment

P

) to GS15

Complexity and work assigned

and fixes pay ranges.

GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

Job Classification

GS positions are put in the GS pay plan. In addition, each job is classified into three categories.

Job Title

Example: Electrical Engineer, Secretary, Budget Analyst

P

Job Grade

15 grades divide the relative complexity and substantive nature of the assigned work and fix the pay ranges.

For example:

- GS1 is the lowest pay grade. Of the 15 grades the substantive nature of the assigned work at the GS1 level is the least complex.
- GS15 is the highest pay grade. Of the 15 grades, the substantive nature of the assigned work at the GS15 grade is the most complex.

Is tied
Mechanical
Equipment

P

) to GS
lexity and
ork assigned
es.

P

GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

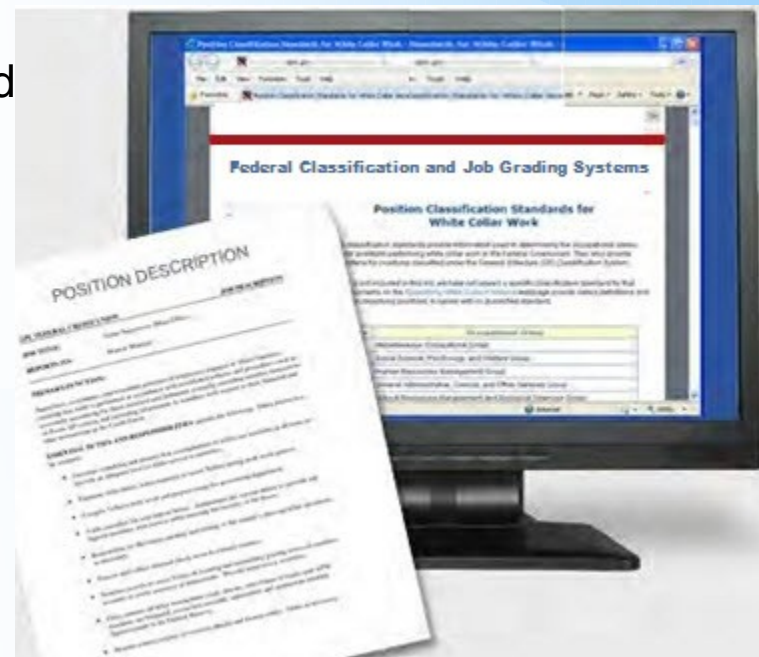
Classification Standards and Guides

The classification of a job compares the assigned work with standards and guides.

OPM has established the job classification standards that consider such factors as:

- What is the scope and impact of the work?
- What levels of supervision are in place?

Supervisors are responsible for determining job duties and responsibilities. Typically, a human resources professional uses the supervisor's information and the job classification standards to help classify a position.



GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

Grades and Pay

GS divides jobs into 15 pay grades, ranging from GS-1 (the lowest skill level/pay) to GS-15 (the highest skill level/pay). Each grade has a fixed minimum and maximum base salary range.

OPM reviews the fixed salary ranges annually. The pay adjustment for clerical and support positions is in the GS-1 through GS-8 grades, depending on the complexity of work. Work requiring higher skill levels and education is often classified above the GS-5 level.



GS1 Introduction to the General Schedule - The United States Civil Service pay scale


01

Steps and Step Increases

Each grade is divided into 10 steps. Paywise, step increases are generally in the 3 percent range, but the specific value of step increases differs for each grade. For all grades except GS01 and GS02 the value of each step equals the maximum rate minus the minimum rate divided by 9. Most first appointments place employees into step 1 of the assigned grade. There are occasional initial appointments to higher steps. Regulations and local pay policies determine any such placement. Employees progress through the steps of their grade based on acceptable performance and completion of fixed waiting periods.

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	\$ 20,997	\$ 21,699	\$ 22,397	\$ 23,092	\$ 23,790	\$ 24,199	\$ 24,889	\$ 25,585	\$ 25,613	\$ 26,261
2	23,607	24,169	24,951	25,613	25,903	26,666	27,428	28,191	28,953	29,715
3	25,758	26,617	27,475	28,334	29,192	30,051	30,909	31,768	32,626	33,485
4	28,916	29,880	30,844	31,808	32,772	33,735	34,699	35,663	36,627	37,591
5	32,352	33,430	34,508	35,586	36,665	37,743	38,821	39,900	40,978	42,056
6	36,063	37,265	38,466	39,668	40,870	42,072	43,274	44,476	45,678	46,880
7	40,075	41,411	42,747	44,082	45,418	46,754	48,090	49,426	50,762	52,098
8	44,381	45,860	47,339	48,818	50,297	51,776	53,255	54,734	56,213	57,692
9	49,019	50,653	52,286	53,920	55,553	57,187	58,820	60,454	62,087	63,721
10	53,982	55,781	57,581	59,380	61,180	62,979	64,779	66,578	68,378	70,177
11	59,308	61,285	63,262	65,239	67,216	69,193	71,169	73,146	75,123	77,100
12	71,087	73,457	75,826	78,196	80,565	82,935	85,304	87,674	90,043	92,413
13	84,532	87,350	90,168	92,986	95,805	98,623	101,441	104,259	107,078	109,896
14	99,890	103,220	106,550	109,880	113,210	116,540	119,870	123,199	126,529	129,859
15	117,499	121,416	125,333	129,250	133,168	137,085	141,002	144,919	148,836	152,753

Robert
Mechanical Engineer
GS-0830-12



Robert

GS1 Introduction to the General Schedule - The United States Civil Service pay scale

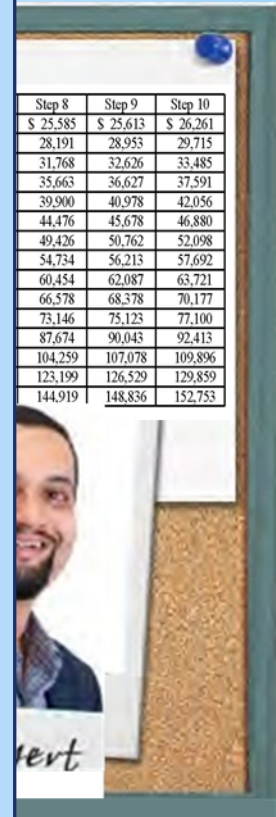
01

Steps and Step

Each grade is divided into 10 steps. Paywise, step increases are the 3 percent range of step increases divided by 9. For all grades except GS-5, the value of each step rate minus the minimum rate of the grade is divided by 9. Most first appointments are placed into step 1 of the grade. There are occasional initial appointments to higher steps. Regular step increases are determined by policy. Employees progress through their grade based on performance and waiting periods.

Examples of 2016 Step Pay Increase Calculations (Harrisburg Locality)

	GS-3	GS-8	GS-15
Pay at Step 10 of Grade	\$33,481	\$57,692	\$129,851
Pay at Step 1 of Grade	\$25,758	\$44,381	
Grade's Salary Range			
(Step 10 minus Step 1)	\$7,727	\$13,311	\$29,969
Step Increase	\$859	\$1,479	\$3,330
(Salary Range divided by 9)			



Step 8	Step 9	Step 10
\$ 25,585	\$ 25,613	\$ 26,261
28,191	28,953	29,715
31,768	32,626	33,485
35,663	36,627	37,591
39,900	40,978	42,056
44,476	45,678	46,880
49,426	50,762	52,098
54,734	56,213	57,692
60,454	62,087	63,721
66,578	68,378	70,177
73,146	75,123	77,100
87,674	90,043	92,413
104,259	107,078	109,896
123,199	126,529	129,859
144,919	148,836	152,753

GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

Steps and Step Increases

Each grade is divided into 10 steps. Paywise, step increases are generally in the 3 percent range, but the specific value of step increases differs for each grade. For all grades except grade 5, the value of each step is the rate for the next grade minus the rate for the current grade. Most first appointments are placed into step 1 of the grade. There are occasional instances of placement into higher steps. Regulations and agency policies determine any such placement. Employees progress through the steps of their grade based on acceptable performance and completion of fixed waiting periods.

Virtual Employee Robert, Mechanical Engineer

Robert is a Mechanical Engineer, GS-0830-12, Step 5. He received his last within-grade increase (WGI) in February 2009. He is eligible for his next WGI in February 2011 (104 weeks of service).

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	\$ 20,997	\$ 21,699	\$ 22,397	\$ 23,092	\$ 23,790	\$ 24,199	\$ 24,889	\$ 25,585	\$ 25,613	\$ 26,261
2	23,607	24,169	24,951	25,613	25,903	26,666	27,428	28,191	28,953	29,715
3	25,758	26,617	27,475	28,334	29,192	30,051	30,909	31,768	32,626	33,485
4	28,916	29,880	30,844	31,808	32,772	33,735	34,699	35,663	36,627	37,591
5	32,352	33,430	34,508	35,586	36,665	37,743	38,821	39,900	40,978	42,056
6	36,063	37,265	38,466	39,668	40,870	42,072	43,274	44,476	45,678	46,880
7	48,090	49,426	50,762	52,098	53,255	54,734	56,213	57,692	58,820	60,454
8	60,454	62,087	63,721	64,779	66,578	68,378	70,177	71,169	73,146	75,123
9	73,146	75,123	77,100	85,304	87,674	90,043	92,413	101,441	104,259	107,078
10	107,078	109,896	119,870	123,199	126,529	129,859	141,002	144,919	148,836	152,753

GS-0830-12



GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

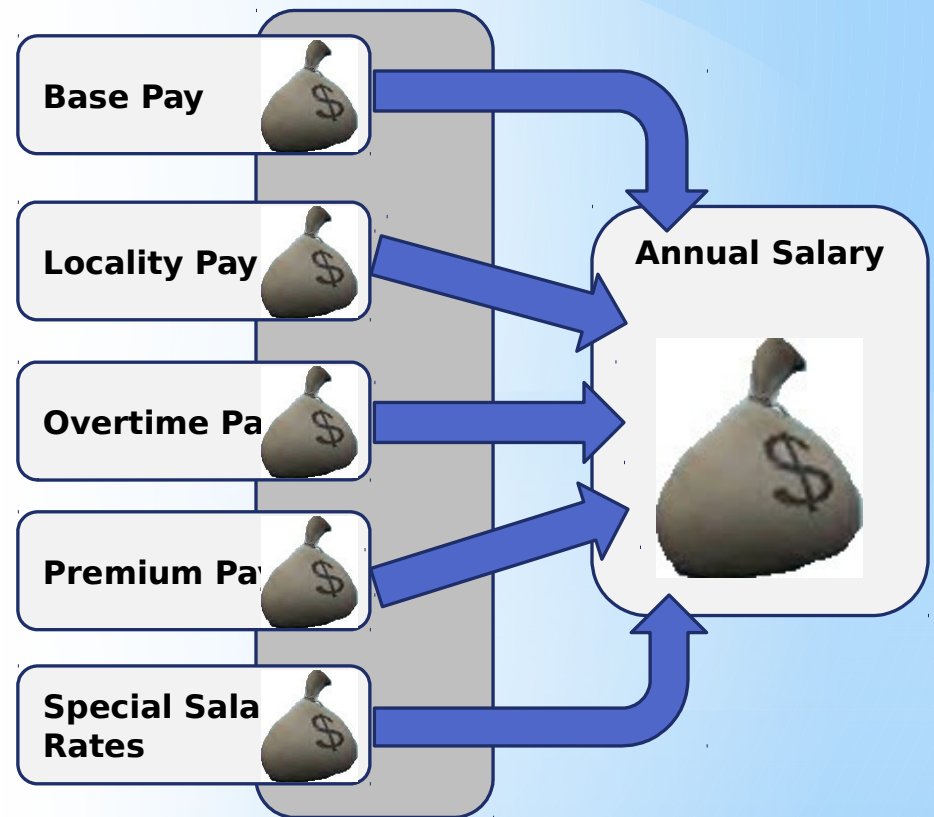
Types of Pay

Base salary is an employee's annual salary. In addition to base salary, employees may be eligible to receive other types of pay, such as:

- Locality Pay
- Overtime Pay
- Premium Pay
- Special Salary Rates

Pay may be subject to the following limitations:

- Premium Pay Cap
- Aggregate Limitation on Pay



GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

Types of Pay

Base salary is an employee's annual salary. In addition to base salary, employees may be eligible to receive other types of pay, such as:

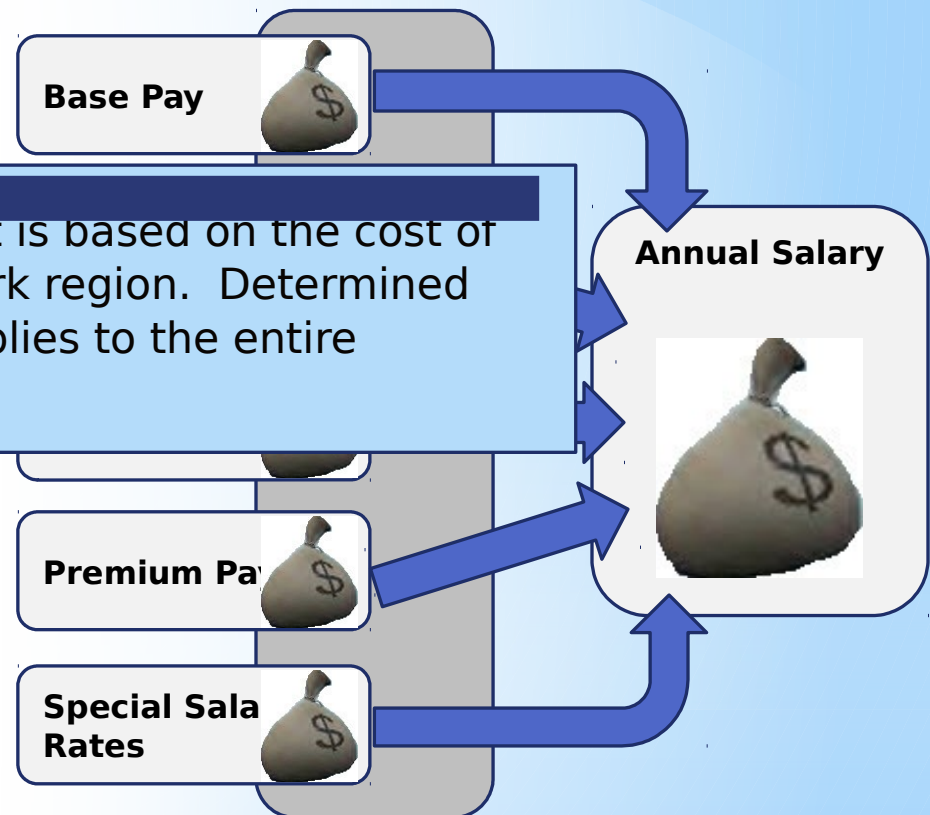
- Locality Pay
- Overtime Pay
- Premium Pay
- Special Salary

Pay may be subject to limitations:

- Premium Pay Cap
- Aggregate Limitation on Pay

Locality Pay

A salary supplement that is based on the cost of labor in a geographic work region. Determined annually, locality pay applies to the entire geographic region.



GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

Types of Pay

Base salary is an employee's annual salary. In addition to base salary, employees may be eligible to receive other types of pay, such as:

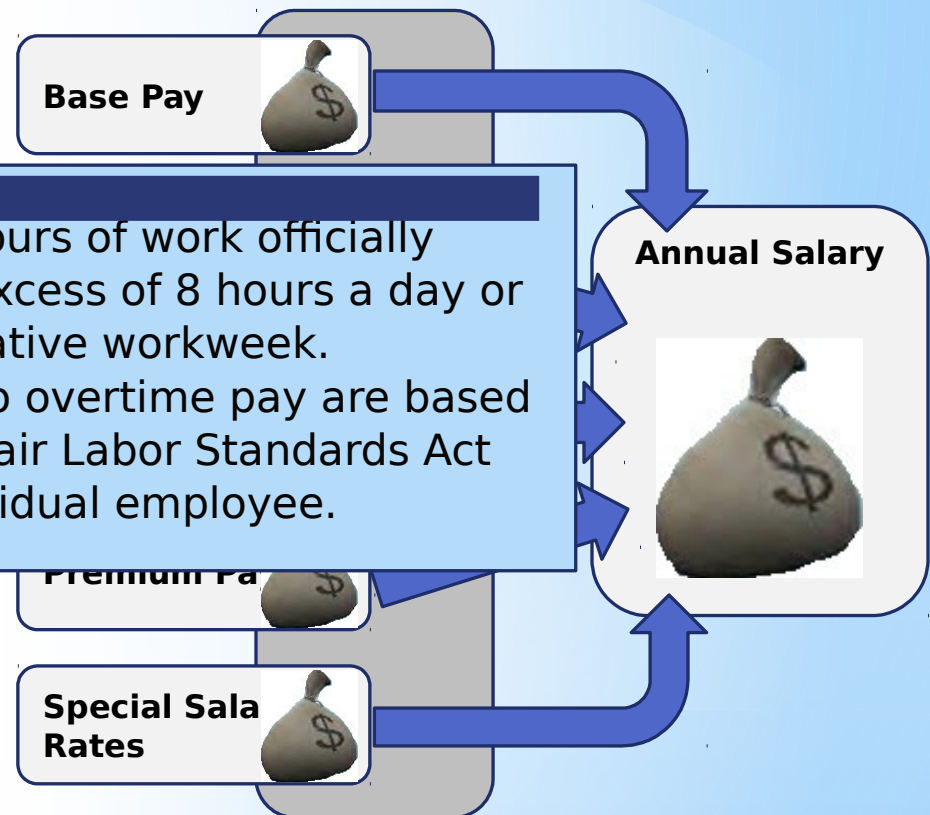
- Locality Pay
- Overtime Pay
- Premium Pay
- Special Salary

Pay may be subject to limitations:

- Premium Pay
- Aggregate Limit

Overtime Pay

Pay in recompense for hours of work officially ordered or approved in excess of 8 hours a day or 40 hours in an administrative workweek. Employee entitlements to overtime pay are based on the work, grade and Fair Labor Standards Act (FLSA) status of the individual employee.



GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

Types of Pay

Base salary is an employee's annual salary. In addition to base salary, employees may be eligible to receive other types of pay, such as:

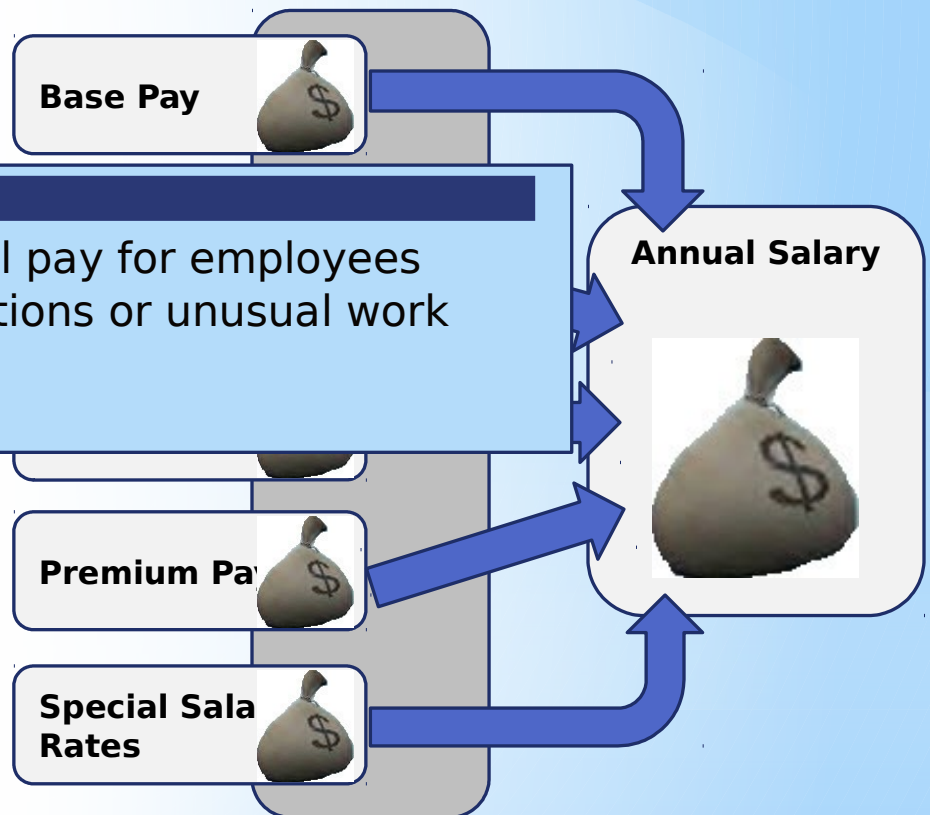
- Locality Pay
- Overtime Pay
- Premium Pay
- Special Salary

Pay may be subject to limitations:

- Premium Pay Cap
- Aggregate Limitation on Pay

Premium Pay

Entitlements to additional pay for employees working in arduous conditions or unusual work hours.



GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

Types of Pay

Base salary is an employee's annual salary. In addition to base salary, employees may be eligible to receive other types of pay, such as:

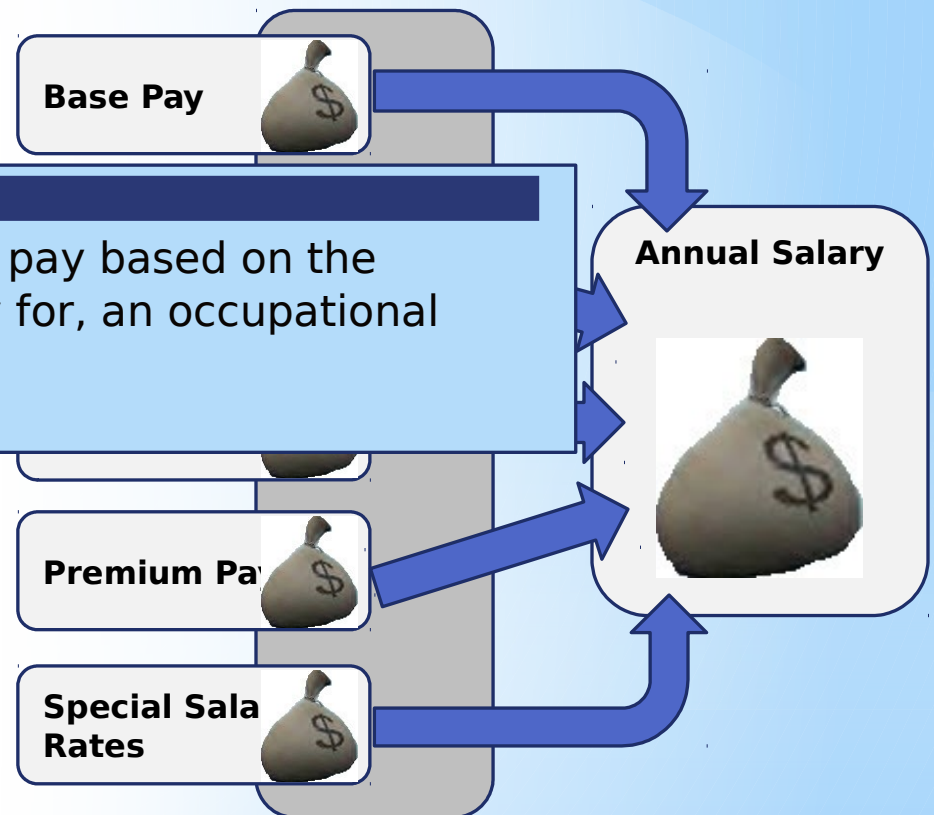
- Locality Pay
- Overtime Pay
- Premium Pay
- Special Salary

Pay may be subject to limitations:

- Premium Pay Cap
- Aggregate Limitation on Pay

Special Salary Rates

Entitlement to additional pay based on the scarcity of, and necessity for, an occupational skillset.



GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

Types of Pay

Base salary is an employee's regular salary. In addition to base salary, employees may receive other types of pay:

- Locality Pay
- Overtime Pay
- Premium Pay
- Special Salary

Pay may be subject to certain limitations:

- Premium Pay
- Aggregate Limit

GS employees may receive certain types of

Premium Pay Cap

premium pay for a biweekly pay period only to the extent that the sum of basic pay and premium pay for the pay period does not exceed the greater of the biweekly rate payable for:

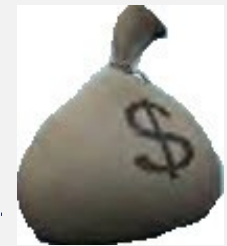
- GS15, step 10 (including any applicable locality payment or special rate supplement)

or

- The rate payable for Level V of the Executive Schedule

In certain emergency or mission-critical work situations, an agency may apply an annual premium pay cap instead of the biweekly pay cap which is equal to the annual rate payable for a GS15, step 10 or the annual rate payable for Level V of the Executive Schedule.

Annual Salary



GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

Types of Pay

Base salary is an employee's annual salary. In addition to base salary, employees may be eligible to receive other types of pay, such as:

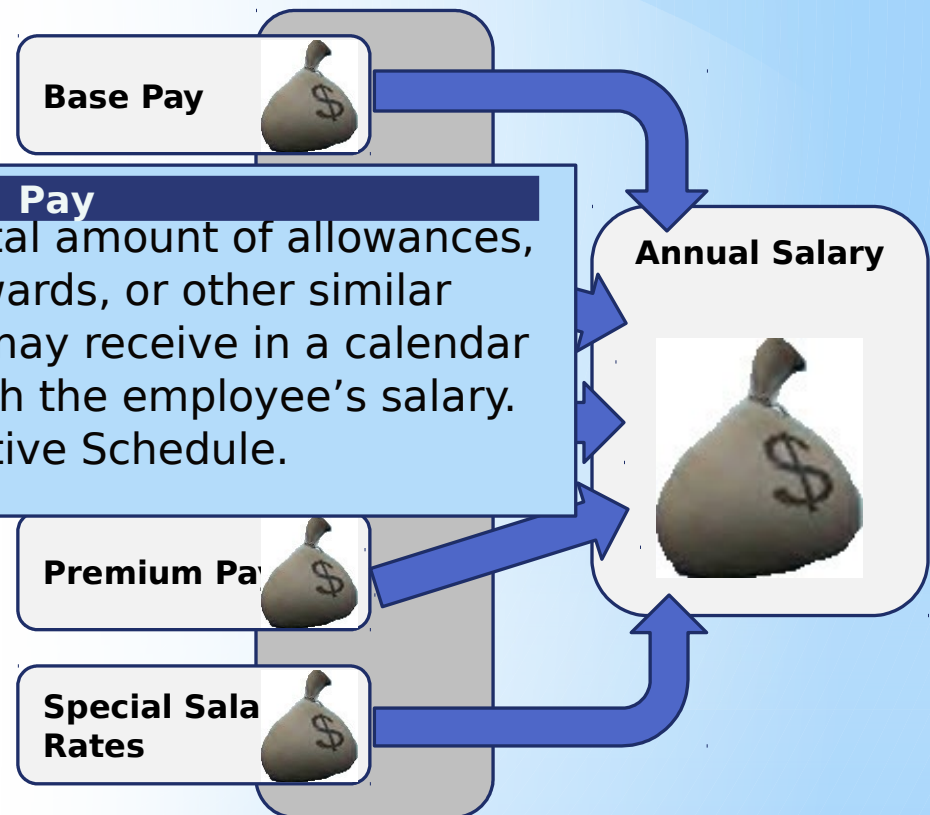
- Locality Pay
- Overtime Pay
- Premium Pay
- Special Salary

Pay may be subject to limitations:

- Premium Pay
- Aggregate Limitation on Pay

Aggregate Limitation on Pay

There is a limit on the total amount of allowances, differentials, bonuses, awards, or other similar payments an employee may receive in a calendar year, when combined with the employee's salary. Limit is EX-I of the Executive Schedule.



GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

Increasing Pay Through WGIs and Promotions

In addition to various types of pay, you may increase your base salary through performance and longevity. You move from one step in your grade to the next higher one after:

- Performing at an acceptable level
- Completing the required waiting period

The movement to the next step and associated salary increase is known as a **Within-Grade Increase (WGI)**.
A promotion: Movement to a higher grade, which also increases pay. Promotions require acceptable performance, qualifications and, in many cases, competition.



GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

Increasing Pay Through WGLs and Promotions

In addition to various types of pay, you may increase your base salary through performance and longevity. You move from one step in the grade to a higher one after:

- Performing at an acceptable level
- Completing the required waiting period

The movement to a higher step in the grade is associated with a salary increase.

Within-Grade Increase

A promotion, which also increases your base salary, requires acceptable performance, quality of work life, and in many cases, competition.

Catherine

Catherine is a Budget Technician, GS-8, step 4. She was placed in step 4 on January 4, 2009, after performing at an acceptable level and completing the required waiting period: 52 weeks from step 3 to step 4. She is ineligible for a WGL to step 5 until January 2, 2011, since steps 5 to 7 have 104-week required waiting periods.



GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

Quality Step Increases (QSIs)

In addition to regularly scheduled WGIs, superior performance makes you eligible for an extra step increase that is called a Quality Step Increase (QSI).

- are based on superior performance and the expectation of continued superior performance.
- may not be awarded more than one time in a 52- week period (many organizations limit them further).
- do not change the within-grade increase (WGI) waiting period unless the QSI is to a step with a longer waiting period. For example, a move from step 4 to step 5, or from step 7 to step 8 (either move increases the waiting period by an additional 52 weeks).



GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

Quality Step Increases (QSIs)

In addition to regularly scheduled WGIs, superior performance makes you eligible for an extra step increase that is called a Quality Step Increase (QSI).

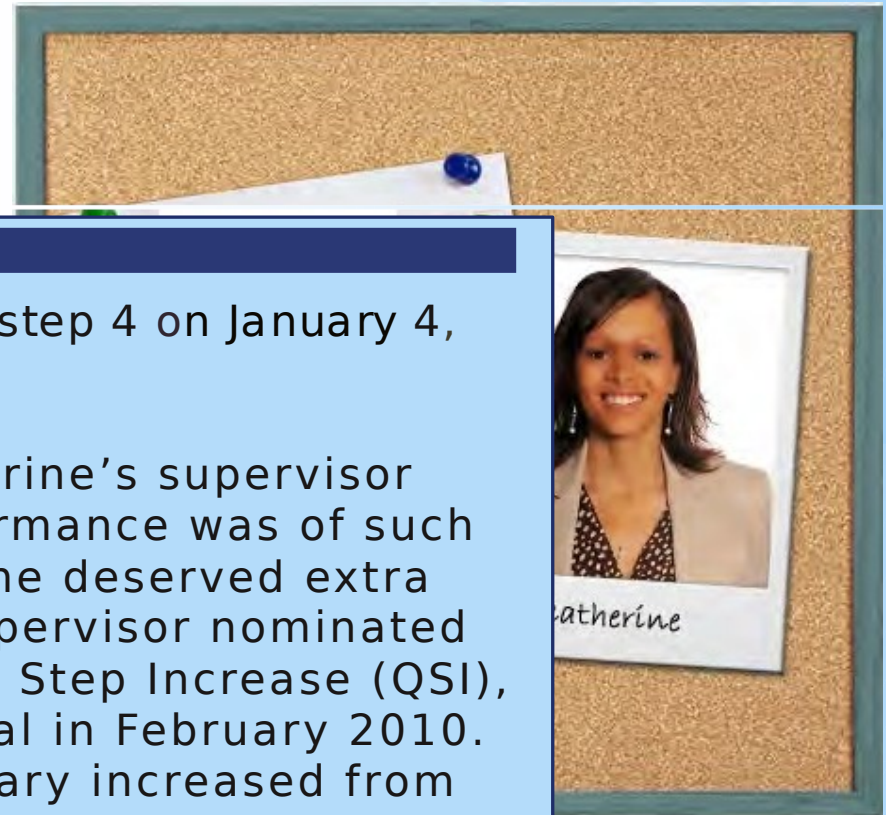
- are based on superior performance
- may not be awarded more than once in a 52-month period (further).
- do not change the waiting period from step 4 to step 8 (either weeks).

Catherine

Catherine was placed in step 4 on January 4, 2009.

In January 2010, Catherine's supervisor decided that her performance was of such superior quality that she deserved extra compensation. The supervisor nominated Catherine for a Quality Step Increase (QSI), which received approval in February 2010. Upon approval, her salary increased from step 4 to step 5.

Catherine's next routine WGI had been due on January 2, 2011. It still is. Her QSI does not change the waiting period for her next regularly scheduled WGI.



GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

Lesson Review

In summary:

- The GS job classification includes:
 - Job title
 - Job series
 - Grade
- The job classification determines the grade, which establishes the minimum and maximum base salary.
- An employee's salary consists of base salary plus other features such as locality pay.
- An employee moves through the steps associated with the assigned grade based on acceptable performance and completion of required waiting periods. These movements are WGIs.
- Employees progress through the GS grades by promotions.
- Based on superior performance, an employee may be eligible to receive QSIs.

GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

Changing Positions Within the General Schedule

Now that you've learned about the classification of individual positions and how pay relates to job classification, let's look at how employees may move from position to position within GS.

There are three ways you may change positions within GS:

- Reassignment to another position in the same grade
- Promotion to a higher grade
- Placement in a lower grade

Let's review each of the three ways.

GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

Reassignment

An employee may voluntarily move to a different position of the same grade, known as a reassignment, under certain conditions:

- The employee must be chosen by management for the position.
- Usually, there is no pay increase associated with the move.

- The employee may not have to compete with other employees for the position.

In some cases, the employing supervisor may choose to have employees apply and compete for the position, even though there is no pay increase permitted for this type of position change.



GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

Reassignment

An employee may voluntarily move to a different position of the same grade, known as a reassignment, under certain conditions:

• The employee management

• Usually, there associated with the move.

• The employee compete with position

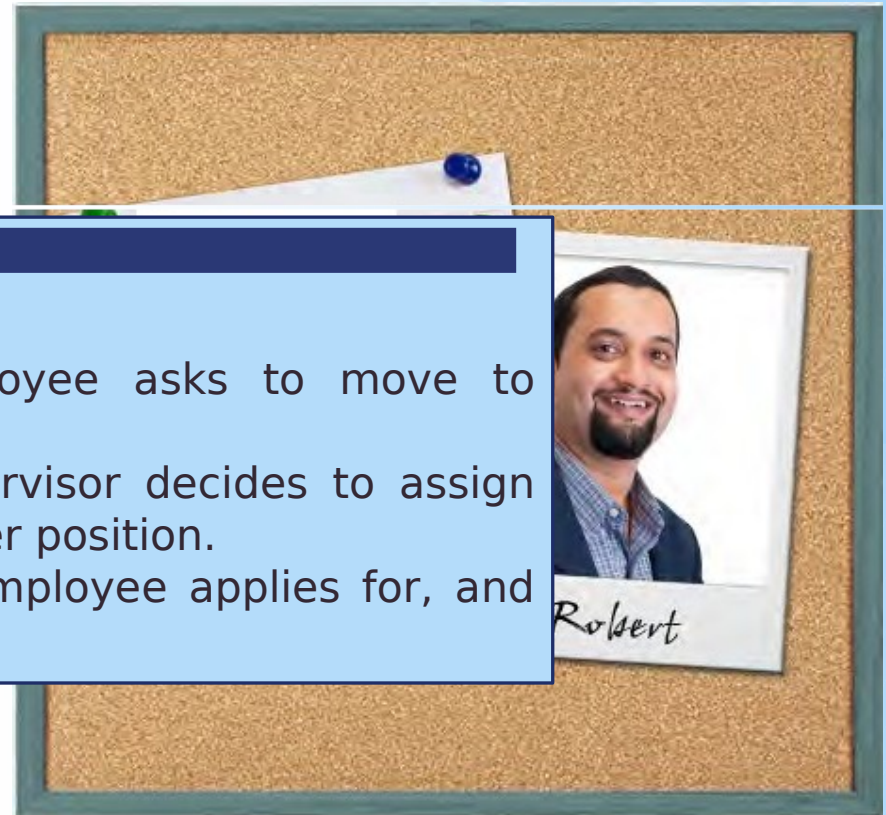
In some cases, the may choose to h compete for the

there is no pay increase permitted for this type of position change.

Reassignment

A reassignment may be:

- Voluntary - the employee asks to move to another position.
- Involuntary - the supervisor decides to assign the employee to another position.
- By application - the employee applies for, and wins, the position.



GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

Reassignment

An employee may voluntarily move to a different position of the same grade, known as a reassignment, under certain conditions:

- The employee management
- Usually, there is a position associated with the move.
- The employee must be able to perform the duties of the new position.

In some cases, the employee may choose to move to a position that is not currently open, even though there is no pay increase permitted for this type of position change.

Robert

As you read earlier, Robert, a Mechanical Engineer, moved from a GS12, step 5, position with NASA to a position with Department of the Air Force.

Robert's grade and step were not changed when he made this lateral move to Air Force.



Robert

GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

Promotions

An employee receives promotion to a higher grade under certain conditions and typically competes for the position, which usually involves:

- Submitting a resume
- Screening
- Possible interviews
- Selection

A promotion generally places the employee in the higher grade's lowest step that exceeds his or her current salary plus two steps in his/her current grade. The employee must be continuously employed to receive the two-step increase.



GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

Promotions

An employee receives promotion to a higher grade under certain conditions and typically competes for the position, which usually involves:

- Screening
- Possible interview
- Selection

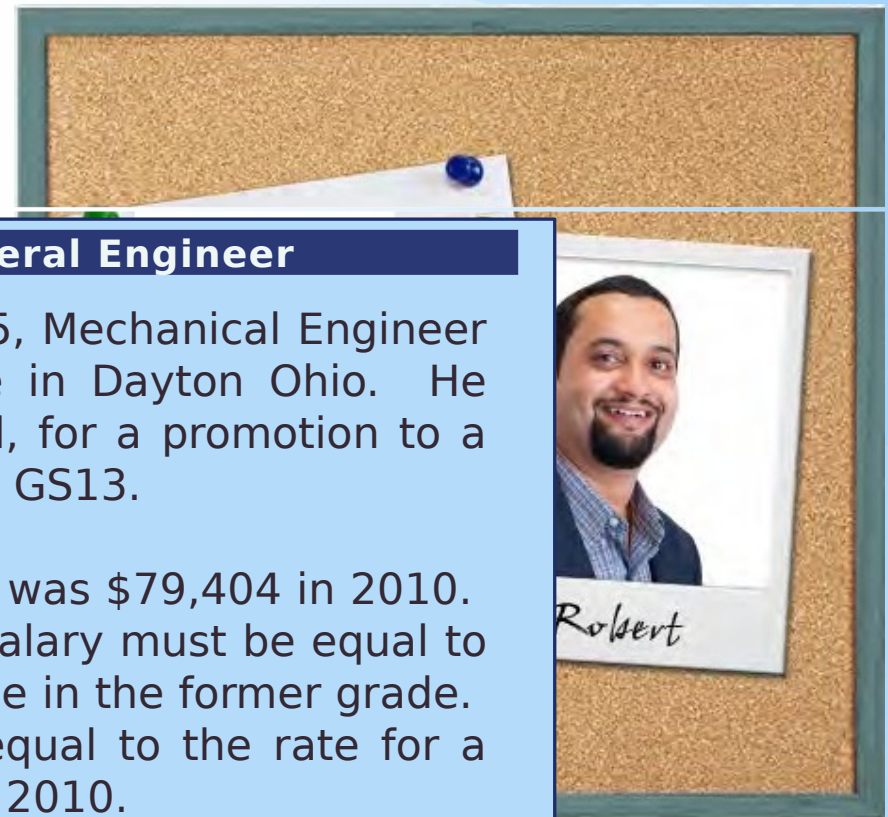
A promotion generally requires that an employee in the current grade has a performance rating that exceeds his/her current grade. The employee must be employed to receive a promotion increase.

Robert, promoted to General Engineer

Robert was a GS12, step 5, Mechanical Engineer working for the Air Force in Dayton Ohio. He applied, and was selected, for a promotion to a General Engineer position, GS13.

His salary at GS12, step 5 was \$79,404 in 2010. Upon promotion his new salary must be equal to at least a two-step increase in the former grade. In other words, at least equal to the rate for a GS12, step 7 - \$84,074, in 2010.

The GS13 step that is closest to but not below \$84,074 is step 2. Robert's pay will be set at its rate (\$86,091 in 2010).



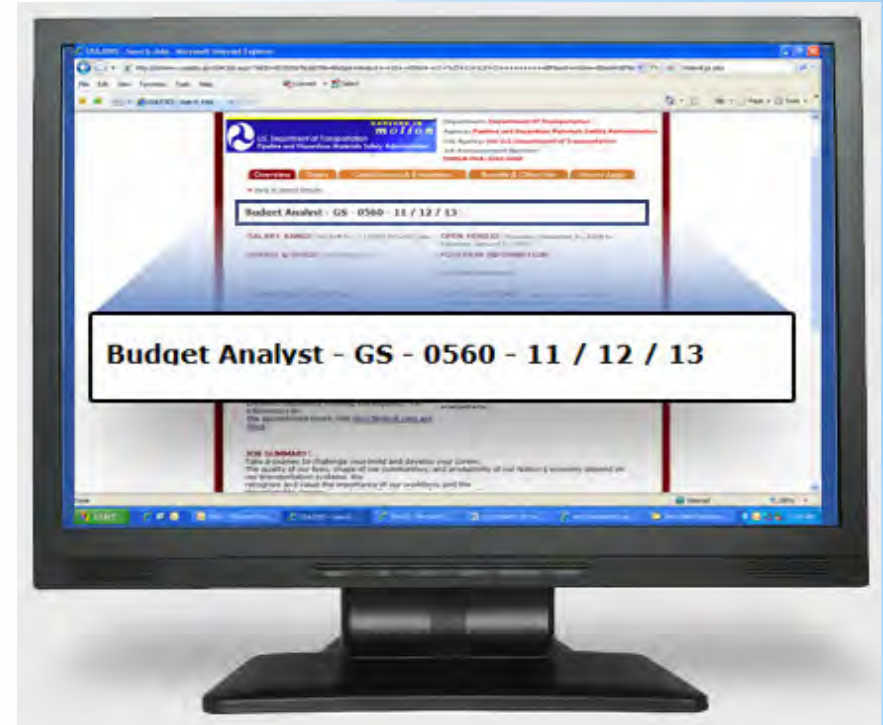
GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

Career Ladder Promotions

In some cases, employees compete one time for a series of promotions - situations often referred to as "career ladders." Employees in career ladder positions receive promotions to the grades within their "ladder" based on:

- Acceptable performance
- Acquisition of specific skills
- Completion of specific periods of service



GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

Changes to a Lower Grade

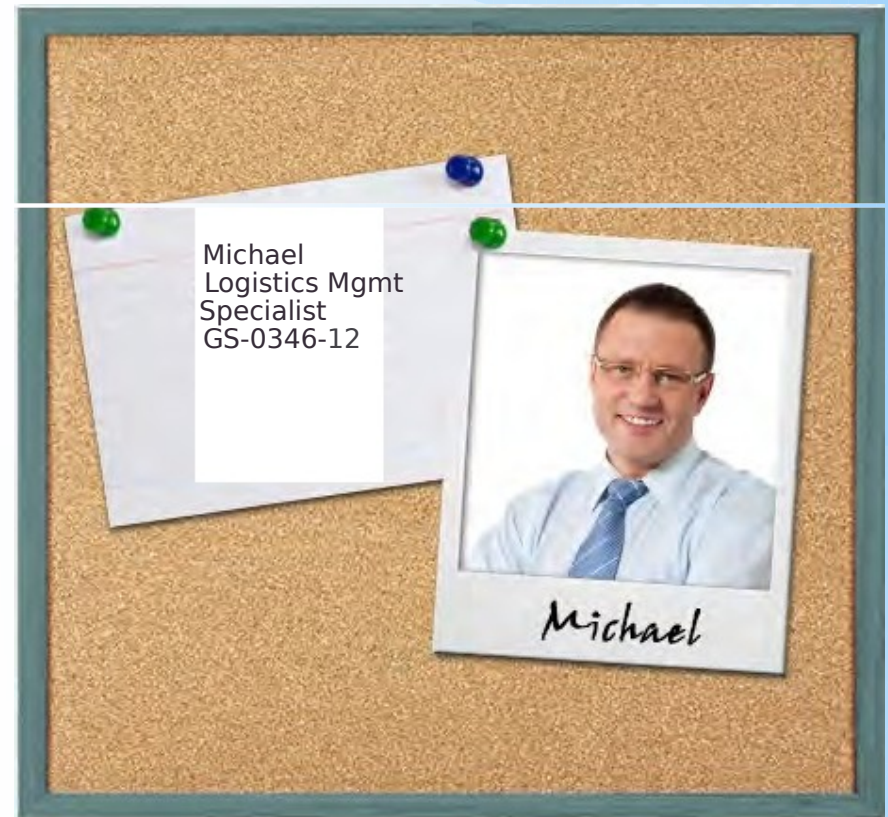
Employees may change to a lower grade, voluntarily or involuntarily.

Voluntary changes to a lower grade might involve considerations such as:

- Change in career
- Change in geographic location
- Interest in changing career paths

For voluntary changes to a lower grade, salary may be set at a step 1 or at a step close to the employee's previous salary. For involuntary changes to lower grade, the previous salary may be retained under certain conditions.

The rules for setting pay vary among organizations.



GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

Changes to a Lower Grade

Employees may change to a lower grade, voluntarily or involuntarily.

Voluntary changes might involve considerations as:

- Change in career
- Change in grade
- Interest in change

For voluntary changes, salary may be set at a step close to the new grade's salary. For involuntary changes, the previous salary is retained under certain conditions.

The rules for setting salary vary among organizations.

Robert, promoted to General Engineer

Michael worked as a Logistics Management Specialist in the Metropolitan Washington, D.C. area, GS12, step 5 (\$84,855 in 2010).

To be near his family in Phoenix, Arizona, Michael applied, and was selected for a GS11 position at Luke Air Force Base. The pay setting policy at Luke AFB was to match salary as closely as possible. When placed at Luke AFB, Michael's salary was set to the GS11, step 10 rate (\$76,327 in 2010). That rate was as close as Luke AFB could get to matching Michael's former salary.

Pay-setting policies vary, so attempts to match (or get close to) previous salary are not necessarily guaranteed.



GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

Involuntary Changes to a Lower Grade

Involuntary changes to lower grade may result from:

- Reductions in the size or structure of the workforce, called Reductions in Force (RIF) or Realignment. The DoD Priority Placement Program helps to place employees in other positions when displaced through RIF or realignments. See your HR Specialist for more information or this [Priority Placement Program link](#).
- Poor performance: If an employee is moved to a lower grade:
 - Human resources will offer redress options.
 - Pay will be set based on the employing organization's rules.
 - Pay may not be set below the lowest step of the newly assigned grade.

GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

Involuntary Changes to a Lower Grade

Involuntary changes to lower grade may result from:

- Reductions in the size or structure of the workforce, called Reductions in Force (RIF) or Realignment. The Realignment Program helps to place employees in new assignments. See the Realignment Program link.
- Poor performance
The failure of an employee to do the job at an acceptable level. The acceptable level is usually, but not always, documented in written performance standards and is typically defined in terms of quality, quantity or timeliness.
 - Human resources will be notified.
 - Pay will be set at the lowest step of the new grade.
 - Pay may not be set below the lowest step of the newly assigned grade.

GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

Lesson Review

In summary:

- An employee may change GS positions through a reassignment, a promotion, and a change to a lower grade.
- Reassignments occur within the same grade and do not include a salary increase.
- Typically, employees compete for promotions.
- Promotions typically include a two-step salary increase.
- A change to a lower grade can result from a voluntary or involuntary action.

GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

Performance Management

While there is no standard performance management system under GS, there are important, common attributes among the various systems:

- An individual's work aligns with organizational goals and priorities. Employees must have a clear line of sight between what they do and how it supports the organization.
- Employees receive performance objectives, goals, or standards that describe what is expected of them at the fully successful level so they have an understanding of what is required to meet or exceed expectations.
- Supervisors monitor performance throughout the year, and employees receive feedback about their performance.
- Supervisors handle performance issues in a prompt and appropriate manner.
- Employees have the opportunity to develop and enhance their skills and experiences.
- Supervisors appropriately rate performance.
- Monetary and non-monetary rewards are available for exceptional performance.

GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

Employee Responsibilities

Employees have the following opportunities to actively engage in the performance management process by:

- Seeking clarification of expectations about their performance.
- Establishing Individual Development Plans (IDPs).
- Taking advantage of learning and developmental opportunities that support work responsibilities and enhance career progression.
- Participating in performance monitoring activities.
- Documenting results.
- Seeking assistance if there is a problem with achieving expectations.
- Providing information regarding their performance.



GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

Supervisor Responsibilities

Supervisors are expected to lead the performance management process through:

- Establishing clear performance expectations
- Developing and executing productive IDPs
- Giving periodic feedback, coaching, and counseling
- Addressing poor performance as soon as it is identified
- Realistically and fairly evaluating and rewarding performance



GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

Planning Performance

Within 30 days of the start of the performance cycle or upon joining an organization, you must have an approved performance plan. While it is a best practice for employees to work with their supervisors to create performance plans, your supervisor has ultimate responsibility for ensuring that your approved performance plan is in place.

Typically, performance plans include two elements:

- Performance expectations
- Individual Development Plan (IDP)

For more information, we encourage you to download and review the Performance

Management page of the OPM.gov website ⁵⁶
which can be accessed via the link below:



GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

Planning Performance

Within 30 days of the start of the performance cycle or upon joining an organization, you must have an approved performance plan. This plan is a practice for employees and supervisors to create performance expectations. Your supervisor is ultimately responsible for your approved performance plan.

Typically, performance elements:

- Performance
- Individual Development

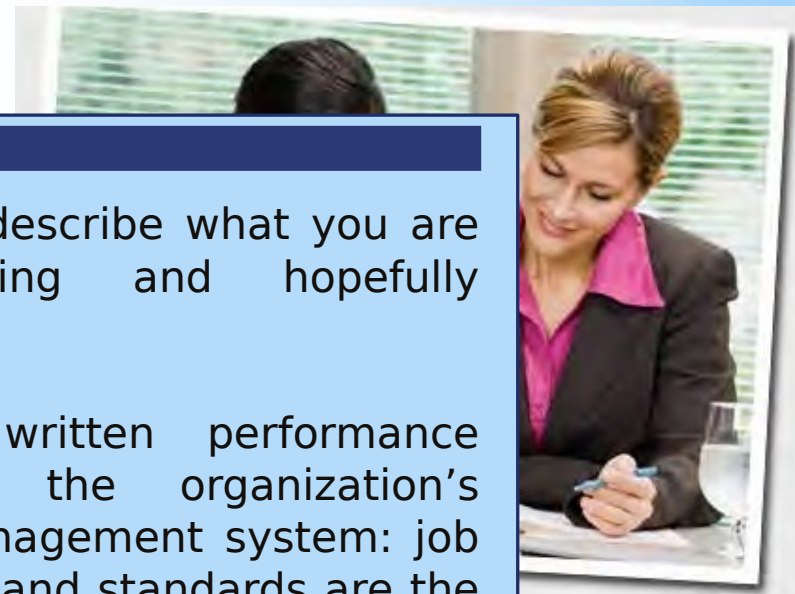
Performance Expectations

Performance expectations describe what you are accountable for achieving and hopefully exceeding.

The names for these written performance expectations vary with the organization's particular performance management system: job objectives, goals, elements and standards are the most common names.

Regardless of the name, all performance expectations describe achievement at the "fully successful" level. You have a target to meet, or exceed.

For more information, we encourage you to download and review the Performance Management page of the OPM.gov website which can be accessed via the link below:



GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

Planning Performance

Within 30 days of the start of the performance cycle or upon joining an organization, you must have an approved performance plan. The plan is a practice for employees and supervisors to create a plan for your supervisor to meet your ultimate responsibilities and your approved plan in place.

Individual Development Plan (IDP)

IDPs describe the developmental and learning opportunities during the year that can help you meet performance expectations and enhance career opportunities.



Typically, performance plans include two elements:

- Performance expectations
- Individual Development Plan (IDP)

For more information, we encourage you to download and review the Performance Management page of the OPM.gov website which can be accessed via the link below:

GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

Monitoring Performance

Throughout the performance period, ongoing dialogue between employees and supervisors ensures that expectations remain clear and potential problems receive timely focus.

Typically, at least one formal review takes place during the performance cycle. Often called the mid-year performance review, this review usually involves a meeting between the employee and supervisor at which they review the plan and accomplishments to date.

If necessary to accommodate changing priorities, you and your supervisor can adjust your performance plan and IDP.



GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

Monitoring Performance

Throughout the performance period, ongoing dialogue between employees and supervisors ensures that expectations remain clear and problems receive timely attention.

Typically, at least once a year, your supervisor will place during the performance period a meeting with you called the mid-year review. This review usually involves a meeting between the employee and supervisor at which they review the plan and accomplishments to date.

If necessary to accommodate changing priorities, you and your supervisor can adjust your performance plan and IDP.

Endangered Expectations

If you are not meeting expectations, your supervisor will support you in an effort to rectify the problems. Ignoring problems is a bad option for you, for your supervisor, for the organization.



GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

Developing Performance

Ensuring that employees have opportunities to develop and enhance their skills and experiences is the hallmark of effective performance management.

Throughout the year, employees take advantage of development opportunities, and supervisors work to remove any barriers to taking advantage of the opportunities.



GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

Rating Performance

On an annual basis, supervisors evaluate and rate employee performance.

Typically, the rating process includes:

- An employee writing a self-assessment that describes his or her accomplishments
- The supervisor . . .
 - gathering relevant information about the employee's performance (including the self assessment),
 - writing an evaluation of the employee's performance, and
 - rating the employee's performance.
- The supervisor and employee



GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

Rewarding Performance

Management may reward performance in a variety of monetary and non-monetary ways. The more common awards are a:

- Quality Step Increase (OSI)
- Special Achievement Award (SAA) for a Special Act or Service
- Sustained Superior Achievement (SSA) based on performance
- Time-Off Award
- Suggestion Award
- Honorary Award

Your organization may have other bonuses and ways to recognize valuable employee contributions.



GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

Rewarding Performance

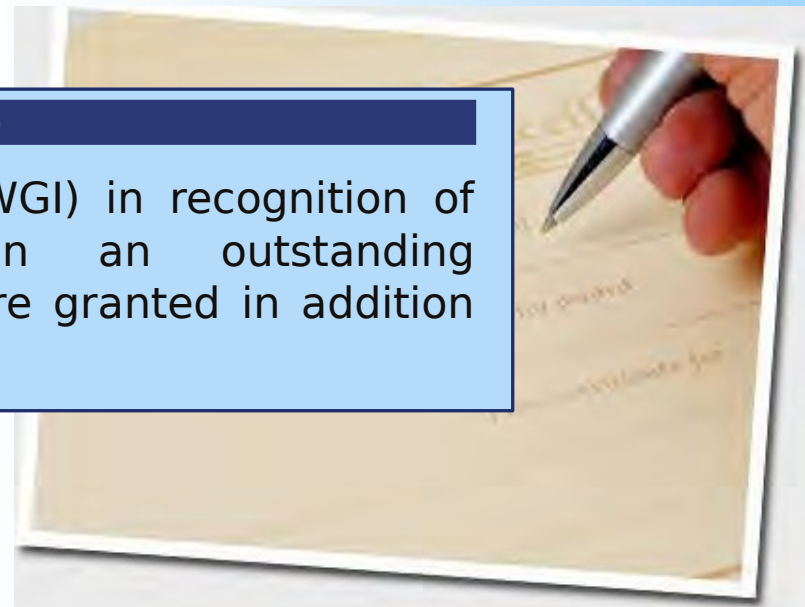
Management may reward performance in a variety of monetary and non-monetary ways. The more common awards are a:

P Quality Step Increase (QSI)

- Special Achievement Award
- Special Act or Meritorious Service Award
- Sustained Superior Performance Award based on performance
- Time-Off Award
- Suggestion Award
- Honorary Award

Quality Step Increase (QSI)

A Within-Grade Increase (WGI) in recognition of performance resulting in an outstanding performance rating. QSIs are granted in addition to regular WGIs.



Your organization may have other bonuses and ways to recognize valuable employee contributions.

GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

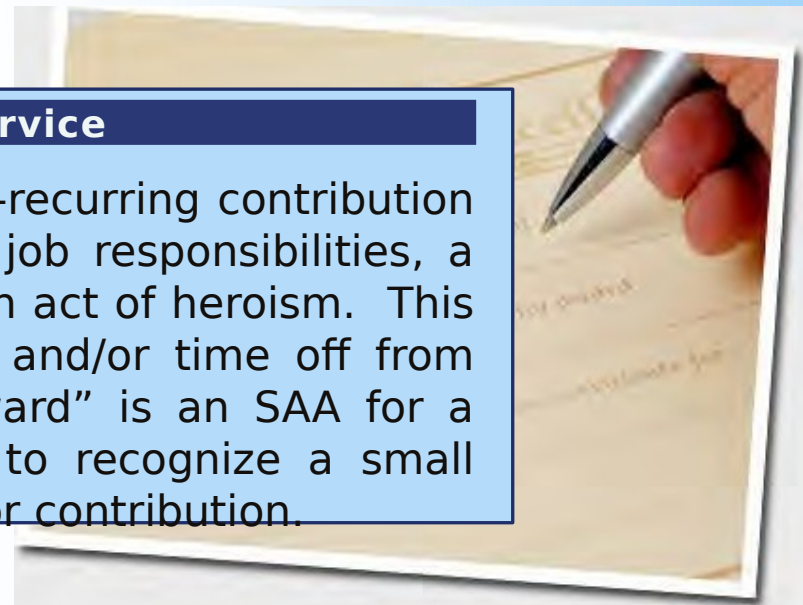
Rewarding Performance

Management may reward performance in a variety of monetary and non-monetary ways. The more common awards are a:

- Quality Step
- Special Achievement Award
- Special Act or Service Award
- Sustained Superior Performance Award based on performance
- Time-Off Award
- Suggestion Award
- Honorary Award

SAA for a Special Act or Service

A one-time award for a non-recurring contribution either within or outside of job responsibilities, a scientific achievement, or an act of heroism. This award can consist of cash and/or time off from work. An "On-the-Spot Award" is an SAA for a Special Act that is meant to recognize a small individual accomplishment or contribution.



Your organization may have other bonuses and ways to recognize valuable employee contributions.

GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

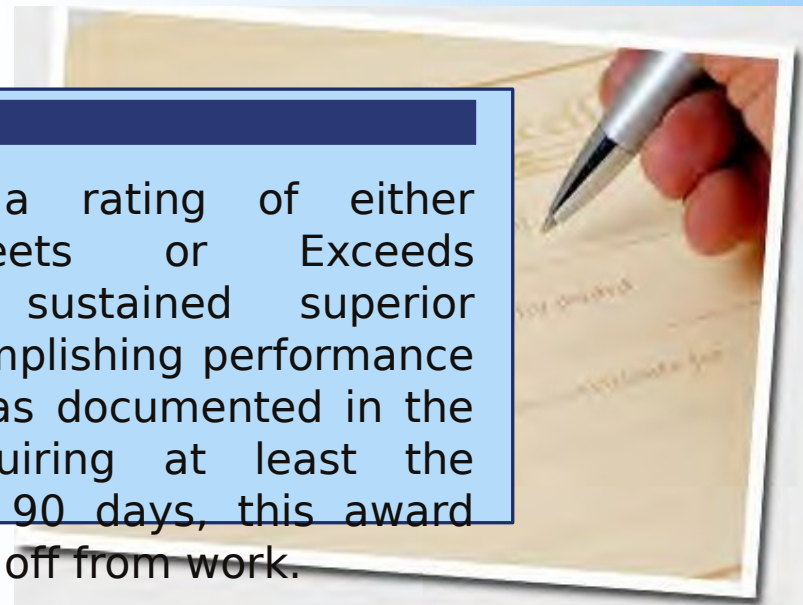
Rewarding Performance

Management may reward performance in a variety of monetary and non-monetary ways. The more common awards are a:

- Quality Step
- Special Achievement
- Special Act or Meritorious Award
- Sustained Superior Performance Award
- Time-Off Award
- Suggestion Award
- Honorary Award

SAA based on performance

A one-time award for a rating of either "Outstanding" or "Meets or Exceeds Requirements", or for sustained superior achievement (SSA) in accomplishing performance objectives of the position, as documented in the performance plan. Requiring at least the minimum rating period of 90 days, this award consists of cash and/or time off from work.



Your organization may have other bonuses and ways to recognize valuable employee contributions.

GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

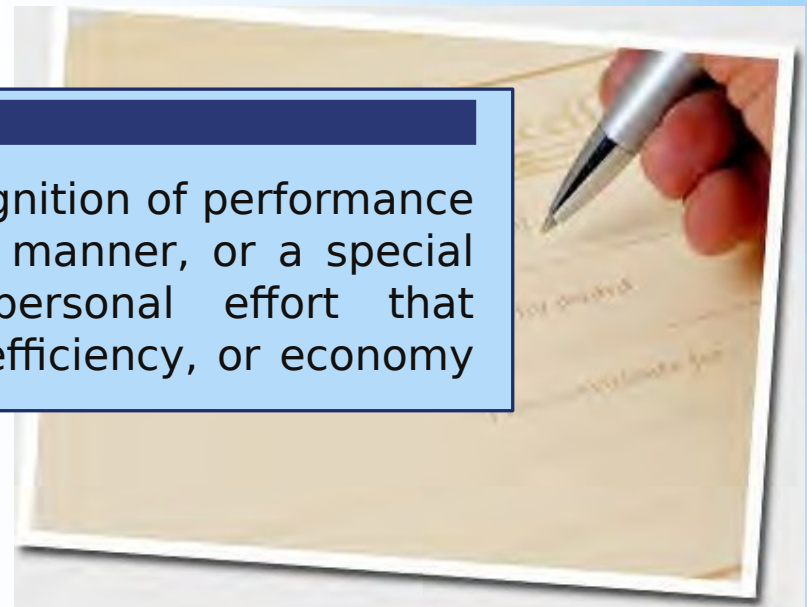
Rewarding Performance

Management may reward performance in a variety of monetary and non-monetary ways. The more common awards are a:

- Quality Step
- Special Achievement Award
- Special Act or Meritorious Service Award
- Sustained Superior Performance Award
- Meritorious Award
- Time-Off Award
- Suggestion Award
- Honorary Award

Time-Off Award

An absence granted in recognition of performance of duties in an exceptional manner, or a special act, service, or other personal effort that contributes to the quality, efficiency, or economy of operations.



Your organization may have other bonuses and ways to recognize valuable employee contributions.

GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

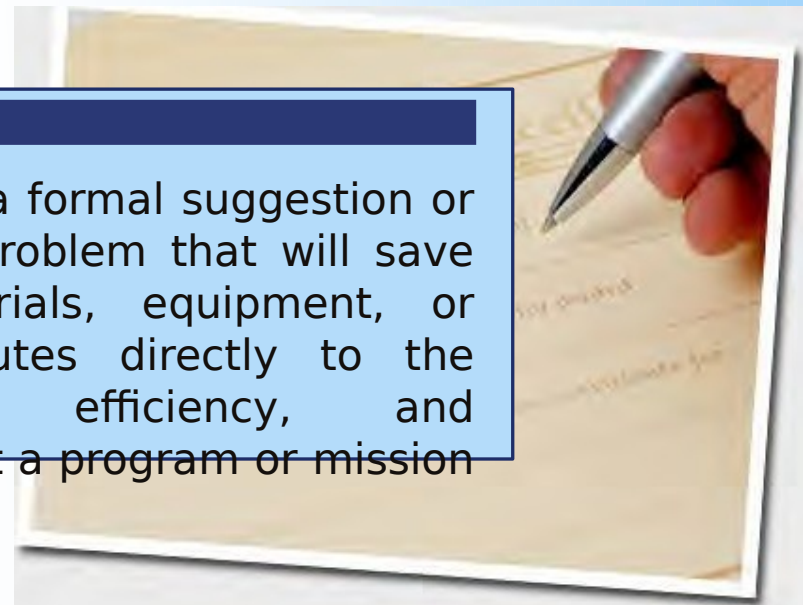
Rewarding Performance

Management may reward performance in a variety of monetary and non-monetary ways. The more common awards are a:

- Quality Step
- Special Achievement
- Special Act or Meritorious Service Award
- Sustained Superior Performance Award
- Time-Off Award
- Suggestion Award
- Honorary Award

Suggestion Award

An award in recognition of a formal suggestion or a proposed solution to a problem that will save money, manpower, materials, equipment, or supplies, or that contributes directly to the productivity, economy, efficiency, and effectiveness of carrying out a program or mission of the Federal government.



Your organization may have other bonuses and ways to recognize valuable employee contributions.

GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

Rewarding Performance

Management may reward performance in a variety of monetary and non-monetary ways. The more common awards are a:

- Quality Step
- Special Achievement Award
- Special Act or Meritorious Service Award
- Sustained Superior Performance Award
- Meritorious Service Award
- Time-Off Award
- Suggestion Award
- Honorary Award

Honorary Award

A non-monetary award in recognition of sustained high-level achievement or in recognition of continued Federal service.



Your organization may have other bonuses and ways to recognize valuable employee contributions.

GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

Lesson Review

In summary:

- Individual work aligns with organizational goals and priorities; employees can see the line of sight between their responsibilities and those of the organization.
- Employees have performance objectives, goals, or standards that describe expectations at the "fully successful" level.
- Supervisors monitor performance throughout the year and provide timely feedback to employees.
- Supervisors and employees handle performance issues in a prompt and appropriate manner.
- Employees have the opportunity to develop and enhance their skills and experiences.
- Management provides appropriate performance evaluations and ratings.
- Monetary and non-monetary rewards serve to recognize and reinforce performance.

GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

Career Development

Developing employees is an integral part of growing a robust workforce that drives mission accomplishment.

Employees and supervisors work together to create development plans that lead to employee success. Your development plan considers current responsibilities and career goals as well as what the organization may benefit from and can support. While supervisors are responsible for supporting you and removing obstacles to meeting developmental goals, ultimately you are responsible for managing your career and taking advantage of the opportunities Federal service affords you.



GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

Means of Development

Employees have a wide array of developmental opportunities, such as:

- Formal classroom training, including university course work
- Individual coaching, mentoring programs, and other developmental assignments
- Interagency assignments
- On-the-job training
- Professional associations
- Rotational job assignments

Supervisors and Employee Development Specialists help employees explore their options.



GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

Individual Development Plan (IDP)

Some organizations have formal career path programs to assist employees in developing their careers, often with embedded counselors to guide employees along the way. An integral part of the annual performance plan, your Individual Development Plan (IDP) is your action plan for identifying the training developmental opportunities that will help you to meet your current responsibilities and achieve your career goals.



GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

Individual Development Plan (IDP)

Some organizations have formal career path programs to assist employees in developing their careers, often with

embedded couns

An integral part of

employees along

performance plan

Development Pla

plan for identifyi

developmental opp

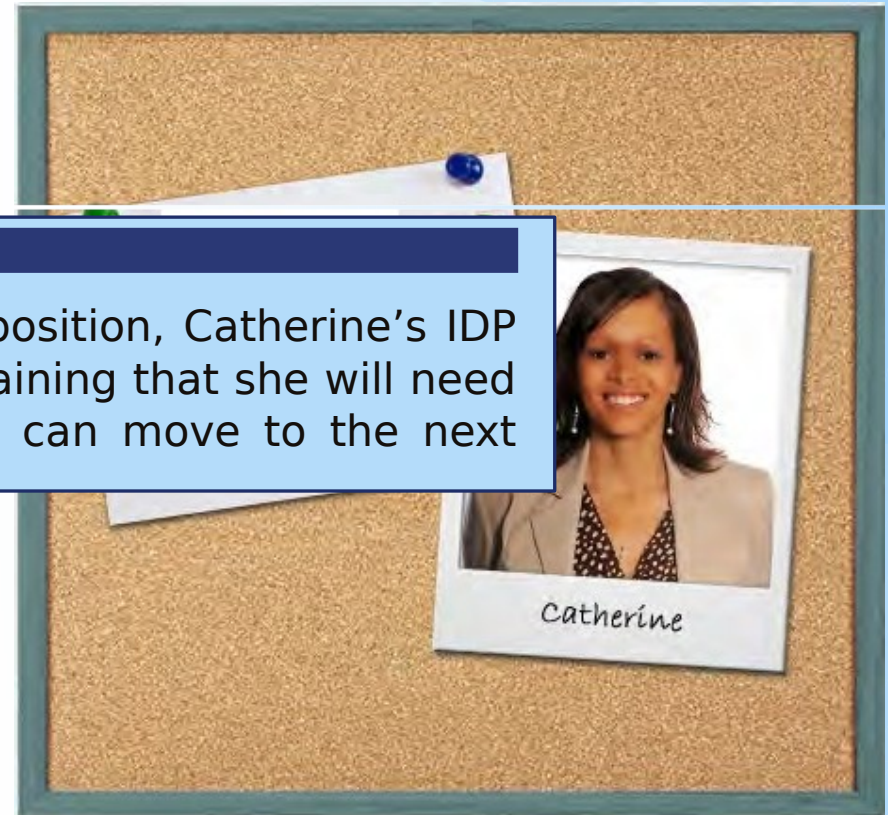
help you to meet your current

responsibilities and achieve your career

goals.

Catherine

Being in a career ladder position, Catherine's IDP will cover the skills and training that she will need to accomplish before she can move to the next grade in her career ladder.



GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

Lesson Review

In summary:

You are responsible for managing your career. In addition to your supervisor, most organizations have Employee Development Specialists who can help you plan and manage your career.

Your IDP is your action plan for taking advantage of training and developmental opportunities to develop the skills and experiences necessary to meet your current expectations and develop your career.

GS1 Introduction to the General Schedule - The United States Civil Service pay scale

01

Congratulations!

You have completed your review of GS101 - Introduction to the General Schedule.